

Institute for Higher Education Policy Special Assistant to the President

The Institute for Higher Education Policy (IHEP) is a nonpartisan, nonprofit organization committed to promoting access to and success in higher education for all students, with a special focus on underserved student populations. Based in Washington, D.C., IHEP develops innovative policy- and practice-oriented research to guide policymakers and education leaders, who develop high-impact policies that will address our nation's most pressing education challenges.

PRIMARY RESPONSIBILITIES:

The Special Assistant to the President performs a variety of analytical and administrative tasks, including those that help drive special projects, enhance communications efforts, provide support to the human resources and financial functions within the organization, scheduling and calendar management, and general administrative assistance. S/he will be exposed to confidential information and will be asked to make sensitive and critical judgment calls. This unique role will serve as an unparalleled opportunity to learn firsthand what it takes to lead and manage a policy, research, and advocacy organization.

Specific duties include, but are not limited to:

- Oversee day-to-day administrative tasks for the President, which include but are not limited to, calendar management; completing expense reports; composing and preparing correspondence that is sometimes confidential; and arranging complex and detailed travel plans, itineraries, and agendas.
- Work with the President and leadership team to identify opportunities to advance IHEP's mission and reinforce policy and advocacy agenda.
- Prepare for and follow-up on internal and external meetings.
- Research, prioritize, and follow-up on issues and concerns addressed to the President, including those of a sensitive or confidential nature.
- Provide administrative support to board members and assist in meeting preparations and travel arrangements.
- Draft letters, memos, minutes, and other documents; seek answers and solutions to inquiries utilizing independent judgment in preparing responses.
- Anticipate needs of the President by managing her schedule and priorities, prioritizing and managing multiple projects simultaneously, and following through on issues in a timely manner.
- Proactively identify ways to improve the efficiency and efficacy of organizational processes.
- Provide administrative support to organization-wide projects, specifically goal setting, fundraising, and human resources; and assist members of the leadership team with information gathering, completing expense reports, and coordinating meetings.
- Other duties as assigned, including managing special projects assigned by the President and collaborating with and providing assistance to other departments and staff as required.

QUALIFICATIONS:

The ideal candidate is an individual that sees no ceiling to what they can accomplish and learn in this role, has an interest in higher education policy, an unwavering commitment to IHEP's mission, and has a high potential to be a leader in postsecondary education. We are looking for a combination of the following qualifications and experiences:

- A minimum of 3-5 years of professional experience working in an office environment, with a wide range of responsibilities, including but not limited to managing executive calendars and scheduling.
- Ability to work independently, with minimal supervision, setting priorities to complete multiple projects accurately and on-time.
- Ability to handle sensitive, confidential information, issues, and requests.
- Comfort with working in a small, fast-paced, non-profit environment.
- Desire and ability to work with a wide range of people.
- An innovative spirit, a continual desire to learn, and a drive for excellence.

PROFESSIONAL SKILLS:

- Excellent verbal, interpersonal, and written communication skills.
- Strong attention to detail and ability to follow through and push projects to completion.
- Success leading/championing projects with the ability to remain flexible and adaptable to changing priorities.
- Strong analytical, critical and strategic thinking, problem-solving, and decision-making skills.

HOW TO APPLY

Salary is competitive and commensurate with experience. IHEP offers a comprehensive benefits package. Interested candidates should submit a cover letter and resume and apply [here](#).